

Aviation Program Policies

(Updated August 20, 2025)

These policies supplement the Rocky Mountain College catalog and Flight Operations documents and may be adjusted by the Director of Aviation or the Aviation Review Board. This document is posted in Aviation Hall and at Flight Operations, is available on the RMC Aviation website and in ForeFlight software. All students in the aviation program are required to read, understand and comply with this information.

CONTENTS

Revision overview.....	2
Mission, Vision, Values.....	3
Safety.....	4
Aviation Review Board.....	6
Aviation Student Advisory Committee.....	7
General Policies.....	8
Specific Course Information.....	11
Flight Training.....	16

REVISION OVERVIEW

The following is a short recap of the changes incorporated in this document, dated July 11, 2025. The most recent prior version of this document was dated January 6, 2021.

- p. 5 Specification that each semester safety meeting will be offered three times is deleted.
- p. 8 Dress requirement to not wear hats in class is deleted.
- p. 8 Requirement that attendance be graded in each class is deleted. That requirement is up to each professor.
- p. 8 Statement that parking passes are obtained from the Dean of Students office is deleted.
- p. 8 Vaping is included in the statement about tobacco.
- p. 9 Clarification that majoring in aeronautical science and minoring in dispatch is not possible.
- p. 9 Statement that a minor in business management is automatically included in a major in aviation management is deleted. See the RMC Course Catalog.
- p. 10 Establishment of AAAE, Drone Club and WAI.
- p. 11 Flight labs are intended only for full time Aeronautical Science majors.
- p. 12 Requirement for grade of C- or higher in UAS major or minor, in AVS 118, AVS 254, AVS 354 and AVS 454.
- p. 14 Delete reference to AVS 231 Aviation History.
- p. 14 Note on limitation of enrollment in AVS 301.
- p. 14 Delete reference to internship being graded.
- p. 16 Add new Flight Training selection process for incoming students.
- p. 17 Add new comments about students entering RMC in the spring semester.
- p. 17 Add new comments about flight students who leave RMC and then return.
- p. 18 Add new Flight lab sign-up process.

MISSION, VISION, VALUES

One of the purposes of this document is to support the mission, vision and values of the Rocky Mountain College Aviation Program. They are:

Mission: To educate and train individuals to be professionals and leaders in the aviation industry.

Vision: To be the leader in Collegiate Aviation in the Western U.S., where our graduates are sought-after and where selective admissions and thoughtful growth insure high quality students who graduate at a rate well above that of a public university.

We Value...

- Safety as our #1 priority.
- The education of the whole person and the development of independent thought—all based on a strong foundation in the liberal arts.
- Being on the leading edge of educational techniques, curriculum content and technology in collegiate aviation.
- The professional development of all students and employees. We'll teach and model professionalism throughout our program and help our students and employees grow.
- Marketability of our graduates and flight instructors.
- Efficient and cost-effective flight training.

SAFETY

Safety Management System: Safety is the foundation of the Rocky Mountain College Aviation Program and Flight Operations. The responsibility to think and act with safety in mind rests with every individual in the program - on the ground and in the air. Aviation safety cannot be legislated or mandated; it is the result of undeviating and persistent commitment to professional conduct by everyone involved in the program, culminating in mishap prevention and successful risk management.

Safety Program Personnel: The Director of Aviation also oversees the Safety Program. The Director of Safety reports to the Director of Aviation on a day-to-day basis but reports to the President of the College for matters related to safety that require that level of attention. The Flight Operations Safety Officer(s) is selected from the Rocky Mountain College Flight Instructor group and reports to the Director of Safety. The Safety Committee is comprised of the Director of Aviation, the Director of Safety and the Flight Operations Safety Officer(s). Others may be added to the Committee with agreement from the Director of Aviation and Director of Safety as needed.

It is important to note that officials in the Safety Program do not operate within the Flight Operations chain-of-command. The Safety Program's singular focus is the safety of the Rocky Mountain College Aviation Program. Program personnel investigate safety concerns, make recommendations, and are not subject to pressure involving cost, operational efficiency, or job security.

Reporting Safety Issues: Rocky Mountain College Aviation students, faculty or staff who are aware of any incident, situation or condition involving the safety of Rocky Mountain College's Aviation Program must immediately report it to the Flight Operations Safety Officer, the Director of Safety, the Director of Aviation, or Flight Operations Management.

Reporting Method: Safety Hazard Occurrence Report Tracking forms (SHORT Report) should be used to report a safety hazard or occurrence. A General Concern Report should be submitted if you have a suggestion to improve safety. Forms are available at the following links:

SHORT report <https://www.rocky.edu/short>
General Idea or Concern report <https://www.rocky.edu/gcr>

Report Protocol. Safety Hazard Occurrence Report Tracking (SHORT reports) are used as a tool to resolve current safety issues, and reduce future hazards that could result in accidents, incidents or violations. All students flying at Flight Operations and all employees involved with Flight Operations are required to have access to SHORT. The SHORT Report may be used for General Safety concerns other than those directly related to aviation. The timeliness and content of SHORT Reports are more important than the form on which they are submitted. Hazard information or a safety suggestion legibly written on any type of media is acceptable so long as it is promptly delivered to any

Aviation Program authority. E-mails, texts, and phone voice messages may also be used. In all cases every effort should be made to confirm that the Aviation Safety Program has received the report.

In some cases, a pilot may be advised to complete a NASA ASRS form to report an incident. When in doubt, file the ASRS form.

Reports in SHORT can be anonymous. Anonymous reports on paper may be mailed to:

Rocky Mountain College
Aviation Safety Program
1511 Poly Drive
Billings, MT 59102

No disciplinary action will be taken against any person for reporting a safety hazard or concern. This should not be construed, however, to imply immunity from the consequences of deliberately committing improper or unsafe acts.

Safety Meetings: At least once per semester a mandatory safety meeting will be held. All aviation students in any major in the Aviation Program and all faculty and staff must attend.

Scholarship: A Safety Scholarship is awarded each year to the student who contributes the most to Rocky Mountain College's Safety Program. This could be, but is not limited to, a student who makes specific suggestions to improve the safety of Rocky Mountain College's flight or ground operations. The award is presented at the end-of-year Aviation Awards Banquet.

AVIATION REVIEW BOARD

The Aviation Review Board (ARB) exists to ensure the successful progression of aviation students through the program. The purpose of the Board is to identify problem areas and seek solutions to ensure students properly progress in the classroom and in flight training. In addition, the Board will identify strong performers in the program, and determine individual winners of appropriate scholarships and awards.

The Aviation Review Board may meet and take action concerning any situation in which a student acts unprofessionally and does not represent the aviation program or the aviation industry in a positive manner.

The Aviation Review Board will be comprised, as a minimum, of the following people:

- Director of Aviation (chair)
- Director of Flight Operations
- Assistant Director of Flight Operations
- Chief Flight Instructor
- Assistant Chief Flight Instructor
- All full-time aviation faculty
- Director of Safety
- One non-aviation faculty member

The Aviation Review Board will meet a minimum of once a semester. If all members of the Board are not available for a meeting, the meeting may still be held if there is a quorum. The Board may call a student, flight instructor, or other personnel to meet to discuss a particular issue.

If the Aviation Review Board meets to discuss an issue about a student, a written summary of the meeting will be given to the student within seven days.

The Aviation Review Board may require a student to change majors and stop flight training if progress is not reasonable and/or attempts to improve progress have not worked.

Any action taken by the Aviation Review Board may be appealed by the student. The ARB encourages the student to first approach the Board and meet in person to discuss the issue. The student may appeal to the Academic Vice President without addressing the ARB or after addressing the ARB, as the student desires. An appeal to the Academic Vice President must be submitted in writing within seven days of meeting with the ARB or within seven days of receiving the written summary presented to the student by the ARB.

If a student is restricted from flying by the ARB for any reason, he/she must complete a written request to return to flight status. See Flight Operations management to obtain the form.

AVIATION STUDENT ADVISORY COMMITTEE (ASAC)

ASAC is composed of a president, vice-president and two representatives from each class. The members of the committee must be majoring in Aeronautical Science, Aviation Management or UAS.

The purposes of this committee are:

- 1) Provide a forum through which student concerns and interests can be discussed and communicated with the Director of Aviation, Director of Flight Operations, and other faculty and staff.
- 2) Provide student perspective on proposed changes to the aviation curriculum, policies, and future plans.
- 3) Provide student input to the Safety Program.
- 4) Serve as an active voice of the aviation student body.
- 5) Make recommendations concerning flight student no-show fees.
- 6) Conduct the annual Aviation Program Awards Banquet.

GENERAL POLICIES

Communication: “Director’s Notes” will be posted on the big bulletin board in the hallway, and in both restrooms in Aviation Hall about once a month. In addition, they will be sent to each student’s “rocky.edu” email address. Students are responsible for reading and complying with Director’s Notes.

Contact information, to include phone numbers, must be kept current in ETA. Students are required to fill out a Student Information Sheet during the first week of class. Students are required to regularly check their rocky.edu email account. If a student does not receive Director’s Notes via email, he/she must contact the Director of Aviation and resolve the situation.

Food and Drink in class: Eating in class is not allowed since it can be disruptive to other students. Beverages in class are allowed. No food or drink other than water is allowed in the Simulation Training Center.

Attendance: Students are required to attend all aviation academic classes. See the syllabus for each class for specific policies. Early communication with the professor is mandatory if a student needs to miss class.

Cars: All flight students need to own a car. Experience shows it is too difficult to find other transportation to and from Flight Operations.

Parking: Students may not park their cars at Flight Ops over the holidays when they leave town. This is in support of a clear rule from the airport. Cars parked there for long periods of time or over holidays risk being towed. Students and employees parking at Flight Operations on a daily basis are required to have a free Rocky parking pass. Park only in spots marked for RMC.

Students living on campus are strongly encouraged to walk to classes at Aviation Hall due to limited parking space. Please do not walk through the neighborhood southeast of Aviation Hall or across lawns. Also, do not park in that neighborhood. If there simply are no parking spots at Aviation Hall, park on campus. We must be good neighbors.

Use of Tobacco or vaping. The use of all tobacco products or vaping is prohibited in Rocky Mountain College aircraft and in all Rocky Mountain College facilities as outlined in the official Tobacco Free RMC Policy. These facilities include the Flight Operations front office area, hangar, and the ramp areas.

Minimum GPA: A student must have a 2.0 GPA and a 2.25 major’s GPA to continue flight training. The Aviation Review Board meets regularly to discuss students having troubles. If a student falls below these standards for his/her cumulative, semester or mid-term GPA, the Aviation Review Board will inform the student of restrictions to his or her flight training. The top goal is to succeed academically.

Passport: Students are required to obtain a passport for AVS 400, a required course. It would be helpful for students to complete this requirement before enrolling in AVS 400.

Double Major: A double major is encouraged, and should be workable though it will require more credits than the minimum.

Minor: All aviation students are encouraged to consider a minor. Completing a minor should not require a longer period of enrollment at Rocky. Minors particularly applicable to the aviation industry are Dispatch, Unmanned Aerial Systems, Business Management and Organizational Leadership.

An Aeronautical Science major may have a minor in any subject area except Dispatch. There is, however, no such thing as a minor in Aviation Management.

Academic Advisor: Any student majoring in Aeronautical Science or Aviation Management or UAS must have an aviation professor assigned as the primary academic advisor. Each student must also have the correct major and minor declared. See the Student Records office to update.

Student Awards: The Aviation Review Board meets each spring to determine outstanding award winners. Awards are given to two students in each class for all-around outstanding performance and to one student for outstanding performance in each flight rating. All students in all majors are considered for the awards. Scholarships are awarded in conjunction with some of the awards. No application is necessary. Awards are presented at the Aviation Awards Banquet in April. Though not mandatory, all students and employees are encouraged to attend the banquet to support our award winners and the program. It is a fun and professional event.

Scholarships: In addition to internal Aviation Program scholarships, all students at Rocky, regardless of where they are from, are eligible to apply for scholarships awarded through the Montana Aeronautics Divisions. The application is due in November. Information is posted on the Scholarship Bulletin Board and on the Montana Aeronautics Division website.

Numerous national scholarships are available specifically for aviation students. Two websites that list aviation scholarships are:

1. The University Aviation Association website: <http://www.uaa.aero>
2. www.AvScholars.com

Hundreds of other national scholarships are listed in a book kept in the Aviation Program office and on the UAA website. Links to organizations with aviation scholarship are available from the Director of Aviation, who will give them out in AVS 100 class.

Mentoring Program: All incoming students will be assigned an upper-class student as a mentor. The purpose of the program is to help students transition to the aviation program

and create a relationship where questions can be answered and where the new student can learn from a strong role model.

Aviation Ambassadors: One student will serve as the President of Aviation Ambassadors. The purpose of Aviation Ambassadors is to speak at community events, in schools, give tours, speak at Aviation Open House events and promote the aviation program and the aviation profession. Students interested in participating should contact the President of Aviation Ambassadors or the Director of Aviation.

AAAE: Rocky has a chapter of the American Association of Airport Executives.

Drone Club: Rocky also has a Drone Club, associated with the American Model Aircraft organization.

Women in Aviation, International: Rocky has a chapter of WAI.

The AAAE, Drone Club and WAI will be organized and led by students and the Director of Aviation or a faculty advisor will be apprised of activities.

SPECIFIC COURSE INFORMATION

This information supplements the Rocky Mountain College catalog and advising sheets. Students must also read and understand those documents, available on RMC website. If there is a conflict, the catalog takes precedence.

Course registration: RMC prides itself in small classes and accommodating students' schedules. Many classes and flight labs have limited enrollment for various reasons. Students must register for classes during the campus-wide registration period each semester and should take classes approximately as outlined in the 4-year plan associated with their major. While the Aviation Program will make every effort to get students into the classes they need, failure to attempt to register during the registration period may make that impossible and could result in taking a required class later than the student wanted.

As stated in the catalog, students must have permission of the instructor to take all CFI labs as well as several other courses which could require prioritization by the instructor. Enrollment in AVS 371, AVS 372, AVS 373, AVS 243, AVS 343 in particular may be limited.

No AVS course may be audited by anyone other than degree-seeking full time aviation students without express permission from the Director of Aviation and the professor.

AVS courses, both flight labs and classroom courses, are intended for degree-seeking full time aviation students. Part time students or students in other majors may not take AVS courses without specific permission from the Director of Aviation. Enrollment in flight labs is limited to full time Aeronautical Science majors due to limited resources at Flight Operations.

Minimum class grades required for the following academic majors and minors

Major in Aeronautical Science:

A grade of C- or better is required in the following courses in order for the student to remain in the major. Students receiving a grade below C- must stop flight training in the associated flight lab immediately and will be removed from the major. (Exception: Students receiving below a C- in AVS 301 will not be removed from the major but will not be allowed to continue flight training towards a Flight Instructor certificate.)

AVS 101 - Private Pilot Ground School

AVS 201 - Instrument Pilot Ground School

AVS 202 - Commercial Pilot Ground School

AVS 301 - Certified Flight Instructor Ground School

AVS 306 - Multi-Engine Rating Ground School

Major or minor in Uncrewed Aerial Systems:

A grade of C- or better is required in the following courses in order for the student to remain in the major or minor.

AVS 118 – Introduction to Small Uncrewed Aerial Systems (sUAS)

AVS 254 – Small Uncrewed Aerial Systems (sUAS) Lab-I

AVS 354 – Small Uncrewed Aerial Systems (sUAS) Lab-II

AVS 454 – Small Uncrewed Aerial Systems (sUAS) Lab-III

Minor in Aeronautical Science:

A grade of C- or better is required in the following courses in order for the student to remain in the minor. Students receiving a grade below C- must stop flight training in the associated flight lab immediately and will be removed from the minor.

AVS 101 - Private Pilot Ground School

Minor in Aircraft Dispatch:

A grade of C- or better is required in the following courses in order for the student to enroll in AVS 443 Aircraft Dispatcher Certification. Students receiving a grade below C- must retake the associated class and achieve a grade of C- or better.

AVS 150 - Aviation Meteorology

AVS 201 - Instrument Pilot Ground School or AVS 224 - Intro to Instruments for Dispatchers

AVS 203 - Introduction to Air Traffic Control

AVS 318 - Advanced Aircraft Systems

AVS 419 - Air Carrier Operations

AVS 443 - Airline Dispatcher Certification

AVS 447 - Boeing 737 Aircraft Systems

FAA written tests must be completed in AVS 101, 201, 202, and 301 by the date specified in the respective syllabus. Failure to complete and pass the test on time will result in an "F" in the course.

The ground school instructor will normally be the person to sign the student off to take the FAA written test. Students will not typically be allowed to take the FAA written test until the end of the associated ground school course. Any exception to this must be approved by the ground school instructor.

Minimum stage exam or end-of-course exam grade

To remain enrolled in Federal Aviation Administration approved Part 141 training curriculum associated with the following Rocky Mountain College academic courses, the student must pass all stage exams and end-of-course exams with a minimum score of 70%. All exams with a score below 70% must be reviewed and the student will be required to take another exam and achieve a 70% score or greater to complete the FAA Part 141 approved lesson. The first score will be used in calculation of the collegiate grade. Only two attempts are allowed. If the student does not successfully achieve a 70% or greater the student will be unenrolled from the FAA Part 141 approved course. The student may remain in the course for collegiate credit but will be required to stop flying at Rocky Mountain College and will be removed from the Aeronautical Science Major and/or Minor as appropriate. The courses affected by this policy are as follows:

AVS 101 - Private Pilot Ground School

AVS 201 - Instrument Pilot Ground School

AVS 202 - Commercial Pilot Ground School

AVS 306 - Multi-Engine Rating Ground School

Flight and Ground Training: Students must show adequate progress in both flight and ground training. Students showing poor progress may be directed by the Aviation Review Board to stop flying or change majors. The Board considers overall potential for a career in aviation.

As stated in the catalog, flight labs must be completed within one year of completing the associated ground school or the Aviation Review Board may direct the student to retake that ground school or change majors if progress in flight training has been slow.

AVS 101: If a student majoring in aeronautical science fails to earn a grade of C- or better in Private Pilot Ground School, the student must change majors from aeronautical science.

If a student drops AVS 101 and intends to major in aeronautical science, they will need to compete for a flight slot for the following academic year as do all incoming students. See

the Flight Training/Flying Restrictions for Incoming Students section of this document and contact the Director of Aviation for additional direction.

AVS 153 Private Pilot Flight Lab: Students who start in the fall will typically finish in the spring and then take AVS 201 and AVS 253 the following fall. Students who start AVS 153 in the spring must plan to stay during the summer until it is complete.

AVS 200, Intercollegiate Flight Team: Credit is offered both semesters. Students on the Flight Team should enroll in the course unless other arrangements are made with the Coach and the Director of Aviation. Membership on the team may be limited and selection is made by the coach. A fee is charged during a semester in which the team competes.

AVS 201 Instrument Ground School: Students must have successfully completed their private pilot check ride by the end of the first week of class of a new semester in order to be enrolled in AVS 201 that semester. Students not finished with Private Pilot training by that date will enroll in AVS 201 and 253 during a later academic term.

AVS 243, Aviation Winter Survival is a course in another town in Montana over a weekend in January. It is conducted by the Montana Aeronautics Division. There is a separate fee for the course and enrollment is typically limited. Priority is given to students who properly register and have more completed credits.

AVS 301 CFI Ground: Enrollment in a particular semester may be limited. Flight Operations may require a student to wait to take the course in order to prioritize CFI training in the best interests of Flight Operations.

AVS 306, Multi-Engine Ground School: As stated in the catalog, the prerequisite for AVS 306 is to have the commercial rating completed. Any exceptions must be approved by the Director of Aviation. AVS 306 is a pre-req for AVS 404 CRM.

AVS 343, Altitude Chamber Training is a three day trip including altitude chamber training in another city. It is typically in late spring. Enrollment is limited. Priority for enrollment will go to more senior students by credits completed.

AVS 404, CRM: The prerequisite for AVS 404, Crew Resource Management, is to have commercial flight training and multi-engine ground school completed. It is best to have multi-engine flight training complete prior to taking AVS 404. Plan to complete multi-engine training at least one semester before graduation. The Director of Aviation will manage enrollment of this course very carefully, to include requiring students to wait if they are not ready or if enrollment needs to be balanced between fall and spring semesters or to have an even number of students.

AVS 443, Dispatch certification: is offered only in the spring semester. Students who want to take the FAA practical exam to become a dispatcher MUST take AVS 419, Air

Carrier Operations, the previous fall semester. The Dispatcher practical exam will be offered once each year, late in the spring semester.

AVS 450: Internship as a CFI: Academic credit for an internship as a CFI at RMC is possible if a student becomes a CFI before graduation. Retention as a CFI after the internship is complete is not guaranteed—it depends on the needs of the program and availability of other CFIs.

AVS 450, Internships Outside of Rocky: Internships are not required for Aeronautical Science and UAS majors, though they are highly encouraged. Three credits of internship are required for Aviation Management. Internships are graded pass/fail up to a maximum of 12 total internship credits.

The best internships are typically away from Billings, working with a company in a program just for interns. While Rocky has relationships with many companies for internships, students are encouraged to explore company websites for internship opportunities.

A common type of internship is at the Billings Airport with one of the companies there. Jobs in professional aviation at the Billings Airport can typically be used for internship credit if coordinated in advance.

All internships culminate with the student giving a presentation to other students about the experience as assigned by the Director of Aviation.

Physics 105 is typically offered each summer, starting in early May and ending in mid-June, five weeks long. All aviation majors need an introductory physics course. PHS 105 is particularly oriented towards aviation students and counts towards the 60 credits required for the Restricted ATP. Students may instead take PHS 101 or PHS 201 to meet graduation requirements. PHS 201 is calculus based and PHS 101 is typically offered only in the fall, so students must plan ahead.

FLIGHT TRAINING

Flying Training selection for incoming students:

Demand for flight training and capacity at RMC Flight Operations requires a selective process. Students must enter the program in the fall semester to be considered for a flight slot that semester, or in the following spring semester. Selection for flight training slots are made twice a year, in March (to begin fall flight training) and December (to begin spring flight training). The approximate timeline is as follows:

Before March 1: Incoming students complete the Aviation Flight Slot Questionnaire. This questionnaire will help the Aviation Program to get to know you better. We want to hear about your motivation, your past experiences and your goals. No right or wrong answers, just answer honestly.

Mid-March: Students who have been accepted to RMC, have submitted the new student deposit, and completed the questionnaire by this date will be evaluated using your questionnaire and academic record for assignment of a flight slot. Students accepted to RMC and who complete these requirements after this date will be placed on the waiting list for a fall flight slot.

End of March: Students will be notified about a fall flight slot.

Mid-May: Students with fall flight slots will submit a copy of their FAA Class I or Class II physical. Students who do not meet this deadline will be removed from the fall flight slot list and will be able to compete in December. Send a scanned copy of your physical to Flight Operations. We **strongly** encourage you to get your flight physical early. There is no reason to wait as it will be good for five years as a student. By mid-May we need to know that you have a good flight physical. Waivers or retesting with the FAA can be very time consuming.

Students awarded a fall flight slot will arrive approximately two weeks early and begin flight training prior to classes starting in August. (See below for exceptions for athletes.) The number of students selected will depend on capacity at Flight Operations and will vary from year to year. Students who complete private pilot flight training before August will begin instrument training when they arrive at RMC if selected for a fall flight slot. That student will also take a written test to be sure their private pilot ground knowledge is solid.

Students not selected for fall flight training will be placed on a wait list and should also plan on competing again in December for a spring flight slot. All students, whether flying or not, will take a ground school course in the fall—private or instrument ground school, as appropriate.

Students who will be playing football will not compete for a fall flight slot. They will not fly in the fall due to the particularly high time demands of playing football. They will

compete in December for a spring semester flight slot and they will take ground school in the fall. Football players will fly during the fall in subsequent years. All other athletes will be eligible for a fall flight slot, though the student/athlete should talk to their coach and be prepared for a very busy fall schedule. If your sport has you reporting early in August to RMC before classes start you will not start flight training two weeks early, as stated above. In early August your sport is the priority. You will start flight training individually when classes start.

If any students does not want to fly in the fall for any reason, including being a busy fall athlete, they can wait and compete in December. A student who is awarded a flight slot during the March competition may not defer the flight slot to the spring semester. If they turn down a fall flight slot they will compete again in December.

Students who did not fly in the fall will be evaluated in early December for selection for a spring flight slot. Selection is a competitive process and will be based on performance in fall aviation coursework, the student's overall academic performance and overall performance at RMC. The number of students selected will depend on projected availability of resources at Flight Operations for the spring. The numbers vary each year but typically are more competitive in December than they were in March. Our goal is to provide flight slots to students who are best positioned to succeed in the program while also meeting the demands of our resources. If a student is not selected in December for a spring flight slot, the student will be required to change majors. They will not compete again for a flight slot.

Once a student is awarded a flight slot and begins training, they will not compete again for a flight slot in the future assuming they continue to meet standards.

Students entering RMC in the spring semester: These students will compete in March for a fall flight slot. Students cannot begin private pilot flight training in the spring semester.

Flight Training at Rocky: As stated in the catalog, once an Aeronautical Science major starts flying at Rocky, all required flight training must be completed at Rocky. Previous flight training can be accepted and a student may fly for recreational purposes elsewhere, but all syllabus training for required courses must be done at Rocky after enrolling at the college.

Students cannot receive college credit for flight training conducted outside of our syllabi, such as tail wheel, sea plane or an aerobatics course. (Private or instrument training before coming to Rocky can still be given credit.) Other training might be a good idea if a student can afford it, but it must be done outside of our curriculum and financial aid system.

Flight students who leave RMC: If a flight student disenrolls from Rocky Mountain College for one semester or more, the student will be removed from the flight schedule. If the student returns to the College and wants to begin flight training again, the student is required to compete for a flight slot with incoming students. This happens

in mid-March for a fall flight slot and late November for a spring flight slot. The student will fill out the “Return to Flight Status” form and explain their situation and desire to start flight training. A student in good standing who leaves the College for military duty is exempt from this requirement, but the student must make clear their intentions to their academic advisor, the Chief Flight Instructor and the Director of Aviation before they leave the College.

Flight lab sign-up: Students typically can start and end a flight lab at times other than at the beginning or end of an academic term. When a term ends and a student is still in a lab, they will receive a grade of “incomplete” which will be changed to a letter grade after they complete that lab later. That student can then enroll in the next lab even if it is not at the beginning of a term. Talk to your academic advisor ahead of time because each situation is different. RMC’s intent is that a student does not pay for a flight lab much before actually beginning the lab.

It is important to note that when a student has an “incomplete” in a lab, they don’t yet get academic credit for the lab until it is finished. This could impact whether or not the student is full time, or athletic eligibility.

FAA Written Tests: Once a student enrolls at Rocky, all FAA testing must be done at Rocky with an endorsement given by a Rocky faculty member, flight or ground instructor.

Before first flight: In order to begin flight training, students must have the following:

- proof of citizenship
- current first or second class medical certificate
- a headset
- an iPad mini and subscription to Fore Flight software
- registration with the FAA for an FAA Tracking Number (FTN). Information on how to do this will be sent to incoming students about a month prior to the beginning of school.

Medical certificate: All flight students must have a current medical certificate in order to fly in either an aircraft or flight training device. Students new to the program must have a Class I or Class II medical certificate.

Flight Progression: As a minimum, a student must complete at least one flight rating per year: freshman--private; sophomore--instrument; junior--commercial, and first semester of senior year--multi-engine. This is a minimum pace. Students are strongly encouraged to fly at a faster rate and apply to become flight instructors. Students are also expected to fly over multiple summers while at Rocky in order to smoothly move through the flight training syllabi and to reduce the cost of training by improving flying continuity. Summer flying greatly reduces the demand on the aircraft during the academic year. Failure to fly in the summer could make graduating on time difficult.

If a student fails to meet this minimum pace the Aviation Review Board will meet to determine what action should be taken. This could include counseling the student and

could also include requiring the student to stop flight training and change majors. Flight training is typically not cost effective for students who fail to meet this minimum pace. Transfer students or any student trying to graduate in less than four years must pace themselves appropriately in their flight training and exceed these stated minimums.

All students must be available as much as possible to fly. Students who have too many conflicts in their schedules, particularly because of extra-curricular activities and part time jobs, may not be able to graduate on time.

Required Flight Labs to Graduate

Incoming students with private or instrument training already completed will be given academic credit for prior learning for that training and ground school when they complete the next level of training. For example, a student earning a private pilot certificate before coming to RMC will receive a total of 6 academic credits (4 for ground school and 2 for flying) when instrument training is complete. The student must notify the Director of Aviation when they complete their instrument check ride.

If private training was completed before coming to RMC the student must take a written challenge exam before the end of the first week of classes to ensure ground knowledge is solid. A student failing the exam will be required to take Private Pilot Ground School at RMC. That student typically could also take instrument ground school at the same time and proceed with instrument flight training.

Students must complete instrument and commercial flight training at RMC under Part 141 in order to be eligible for the Restricted ATP at 1000 flight hours, rather than 1500. Contact the Director of Aviation and see the RMC website for more information. As part of academic planning, students must careful count credits to be sure they will have the 60 necessary for the R-ATP.

Students who have completed private, instrument and commercial flight training or beyond before coming to Rocky will be required to major in Aviation Management or UAS. These students may complete more flight training at Rocky as resources allow for elective credit. This requirement does not apply if the flight training was completed at another accredited college or university.

Students transferring from other collegiate aviation programs, however, must complete at least two flight labs at Rocky to major in Aeronautical Science. (For example, a transfer student who completed private, instrument and commercial training at another collegiate aviation program must complete multi-engine and CFI training at Rocky.)

CFI at Rocky: Most flight students should have a goal of becoming a flight instructor at Rocky, though the decision to hire a CFI is an employment decision, not a guarantee.

The decision is made by the Director of Flight Operations based on needs of the program. All CFIs are employees of the program first, even if they are also receiving internship credit, and must conduct themselves as professional employees. A contract or internship as a CFI at Rocky might not be renewed after one semester—it depends on the needs of the program and the performance of the instructor. One of the goals of the CFI internship program is to give students the opportunity to start their careers as professional pilots which could mean working for only one semester so others can have the same opportunity.

Flight Training Slot Registration: Because some students will be in the middle of a flight lab on the first day of a new semester, students must sign up for a flight training period. This is done through Google Docs during or just before the registration period each semester. Priority is given to more senior students. Students must be sure they understand the procedures before class registration begins each semester. There will need to be some reassigning of flight instructors but this will be kept to a minimum, as the schedule allows. Students must sign up for a flight training period when they sign up for classes. Students cannot sign up for classes, and hope they will get an airplane in their off hours. Students who fail to sign up during registration week may not be able to fly the following semester.

Late flight slots that will be flown after dark must be filled by instrument students. Instruments students who select a flight slot during daylight will likely be moved to a later slot so that the aircraft are properly utilized.

Flight training slots: Students are required to be at Flight Operations at least 30 minutes prior to their scheduled flight slot, in order to prepare for the flight and begin pre-flight inspection on their assigned aircraft at the beginning of their flight slot. Students should plan on 15 minutes of travel time to and from main campus. Therefore, for a 2 hour scheduled flight slot, students should plan on at least 3 hours of availability between other obligations. This may vary between lessons.

Enrollment in Flight Labs: Students should enroll in the next flight lab as they are finishing the current lab. Students may enroll in any flight lab at any point during the year, unlike other courses. The intent is to discourage students from enrolling months in advance for flight labs they expects to fly, only to have something happen to delay that training, thus putting a flight lab on the college transcript in a different semester than when it was actually flown.

Any person taking flight training must be enrolled in the associated course. If a person does not need or want the academic credits for a flight training course, he/she must enroll in the course as an audit, and pay the audit fee to the college. A common example is a person who has graduated from Rocky but wants to complete CFI flight training and does not want the credits or a transcript generated.

For a course to count for the FAA Restricted ATP it must be on the transcript with credits and a grade.

Ground School Enrollment: Before school starts each semester, staff and faculty will look at enrollment in each ground school class and be sure students aren't separating flight training from ground training. During registration, a student could be allowed to enroll in a ground school, based on projected flight progress. A student who is not ready for a ground school could be removed from that class before the semester starts and be required to take it later. A student should start flying in a syllabus during the same semester he or she starts that ground school class.

Flight Training in Relation to Ground Schools: In order to start flying in AVS 153 (Private Flight Lab) or AVS 253 (Instrument Flight Lab), students must be taking or have taken AVS 101 or AVS 201, respectively. Exceptions are approved by the Director of Aviation and the Director of Flight Operations. A student may, however, start commercial flight training (AVS 272) before starting the ground school (AVS 202). Students may not take an FAA check ride until the associated ground school is complete.